



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

March 26, 2010

Dear Candidate,

Thank you for your interest in the **Van Driver** position at the Council on Aging for the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form.

In order to be considered for this position, you must fully complete the application form and return it to the Concord Human Resources Office. Applications will be considered upon receipt and accepted until positions are filled. Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. In your application package, please **do not** include any information pertaining to age*, criminal record* (*except as specifically asked on the application), race, color, religion, national origin, gender and physical/medical condition or history.

All applications will then be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Maria Casey
Assistant Human Resources Director

Enclosures (2)

*The Town of Concord
is currently accepting applications for the limited-status position of*

VAN DRIVER
COUNCIL ON AGING

3 - 4 days per month as arranged; additional days as needed.

\$8.00 per hour; not eligible for benefits.

Applications will be considered upon receipt and accepted until positions are filled.

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Concord Human Resources Department. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications will be considered upon receipt and accepted until positions are filled. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

All applications will then be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Prior to appointment, the final candidate will be required to "pass" a CORI and motor vehicle records check, pre-employment physical and drug-screening test. A Town-selected physician will conduct such physical and drug-screening. Costs for these pre-employment requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:

Concord Human Resources Department

Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742

978-318-3025

www.concordma.gov/hr

VAN DRIVER

ABOUT THE POSITION

The Council on Aging van is available to all senior members of the community. Drivers will be assigned door-to-door pickups by appointment. Drivers may be called upon to assist a variety of passengers as they use the vehicle. Work is performed under the supervision of the Council on Aging Director.

EXAMPLES OF DUTIES

- Participate in any required training.
- Perform a daily pre-operations safety check.
- Maintain accurate daily logs on ridership and miles.
- Assist passengers on and off the vehicle as needed.
- Assist with the coordination of pick-up and delivery of passengers by taking into account appointment times, pick-up locations and destinations.
- Assist with the carrying of packages onto the van and into the homes of seniors as needed.
- Respond to emergencies in compliance with established procedures, including the completion of accident and/or incident reports.
- Exercise tact and courtesy in dealing with passengers.
- Report concerns about the safety and well-being of passengers to the appropriate COA staff.
- May be trained in the operation of the wheelchair van if desired.

MINIMUM QUALIFICATIONS

- Possession of a valid motor vehicle operator's license.
- Familiarity with local roads.
- Ability to interact with elders.
- Ability to work independently.
- Ability to exercise good judgment.



TOWN OF CONCORD

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

Name	First	Middle	Last
Address			
City	State		Zip
Home # ()	Cell # ()		
Email Address			

Position Applying for: **VAN DRIVER**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.):

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you had a misdemeanor conviction(s) in the last 5 years? Yes ☐ No ☐

If yes to either, please specify and explain

Note: Sealed records and first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace need not be reported. Convictions will not necessarily be a bar to employment.

SPECIAL SKILLS (please list special skills applicable to this position):

____ Typing (WPM ____) ____ Word Processing - Equipment/Programs	____ 10 Key Calculator ____ Computers - Equipment/Programs	Licenses: _____ _____ _____	Shop or Heavy Equipment: _____ _____
____ Shorthand (WPM ____)	_____ _____ _____	Other: _____ _____	

EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Employment Record

This section must be completed. A resume cannot be substituted. List most recent position first.
Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, Interests, etc.)

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment.
An employer who violates this law shall be subject to criminal penalties and civil liabilities.*